AGENDA

Meeting with JFK ARRB Staff

Monday, 17 March 1997
2C06 IP Building
1:00 p.m.

1. Records Management Briefing

   Becky Rant, DA/IRO
   Carol Johnson, DA/IMO

2. Cable Process

   John Rovito, Agency Network Mgt. Center, OIT

3. Questions & Answers

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John -

Thank you for agreeing to participate in briefing the JFK Assassination Records Review Board (ARRB) to be held on **Monday, 17 March, at 2:00 p.m., in** 2C06 IP Bldg. I regret the short notice. As we discussed, the ARRB has asked for information relating to the creation, transmission, and dissemination of cables and your name instantly came to mind. Their specific questions are:

1- Can you describe the cable process in place in the Agency during the 1960-1964 time period?

Prior to 1962 messages were delivered to the DPD - handled U-2 & Bay of Pigs

(Development Products Division) at 1717 H Street or to the Communications Center at "L" ~~Street~~ Building. In addition there also was a Q building that received special traffic. After 1962 messages came into the CIA Headquarters and were processed in different areas depending on the types of traffic.

Imagery traffic would be sent to to a specific floor for the imagery personnel. Intercept and Special Programs **would either be passed to a Special Sections Area of the Communications Center or to the Cable Secretariat.**

2- How did cables come in?

Messages came in from the field via the Brandy Station State Channels or military channels.

3- How were they decrypted?

Messages were deciphered using a OTT (One Time Tape) or a OTP (One Time Pad) process.

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4- What happened from the time a cable was sent from a field site until it arrived
on a desk at Headquarters?

Messages sent from a field site deciphered or processed would be passed to a communicator, messages going out encrypted and transmitted via High Frequency Radio. The message received from Brandy and relayed to headquarters and then it was decrypted. The analyst of the Cable Secretariat would then read the message and match what they read against customer requirements. They then would have a typist type the dissemination on the message. The message then would be picked up from the message center by the various staffs and or divisions.

5- How were cables disseminated?
See item four.

Please let me or Becky Rant, DA/IRO, know if you have any other questions or concerns prior to the briefing.

CC: Becky L. Rant
Andrea E. Boyce
Sent on 13 March 1997 at 03:17:34 PM

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Briefing for the JFK Assassination Records Review Board Staff on Records Management in the DA

17 March 1997

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TOPICS

- CIA Information Services Strategic Plan
- Information Management Program Segments
- Information Management Goals
- Organization of Records Management In the Agency
- DA Information Management Officer (IMO)
- DA Information Review Officer (IRO)
- Deputy Director for Support (DDS) - 1965
- Deputy Director for Administration (DDA) - 1997
- DA Records

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CIA Information Services Strategic Plan

- **"Information and Records Management, including Classification Management, is a fundamental and essential business requirement for the Agency."**

- **"The CIA's Information Services shall...ensure that each official record is appropriate, accurate, secure and retrievable throughout its life cycle regardless of physical form or media."**

legal obligation

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Information Management Program Segments

- Records Management - identification, storage
- Classification Management - Executive Orders
- Information Disclosure - search, retrieval, review for disclosure
- Information Automation - electronic format

Information Management Goals

An effective and efficient information management ensures that records are available:

- to meet day-to-day business needs
- to ensure the continuity and consistency of records
- to provide corporate memory and history
- to protect the rights and interests of the organization, the employees and the public
- to meet legal requirements

Associate Deputy Director for Administration
Information Services

Organization of Records Management in the Agency

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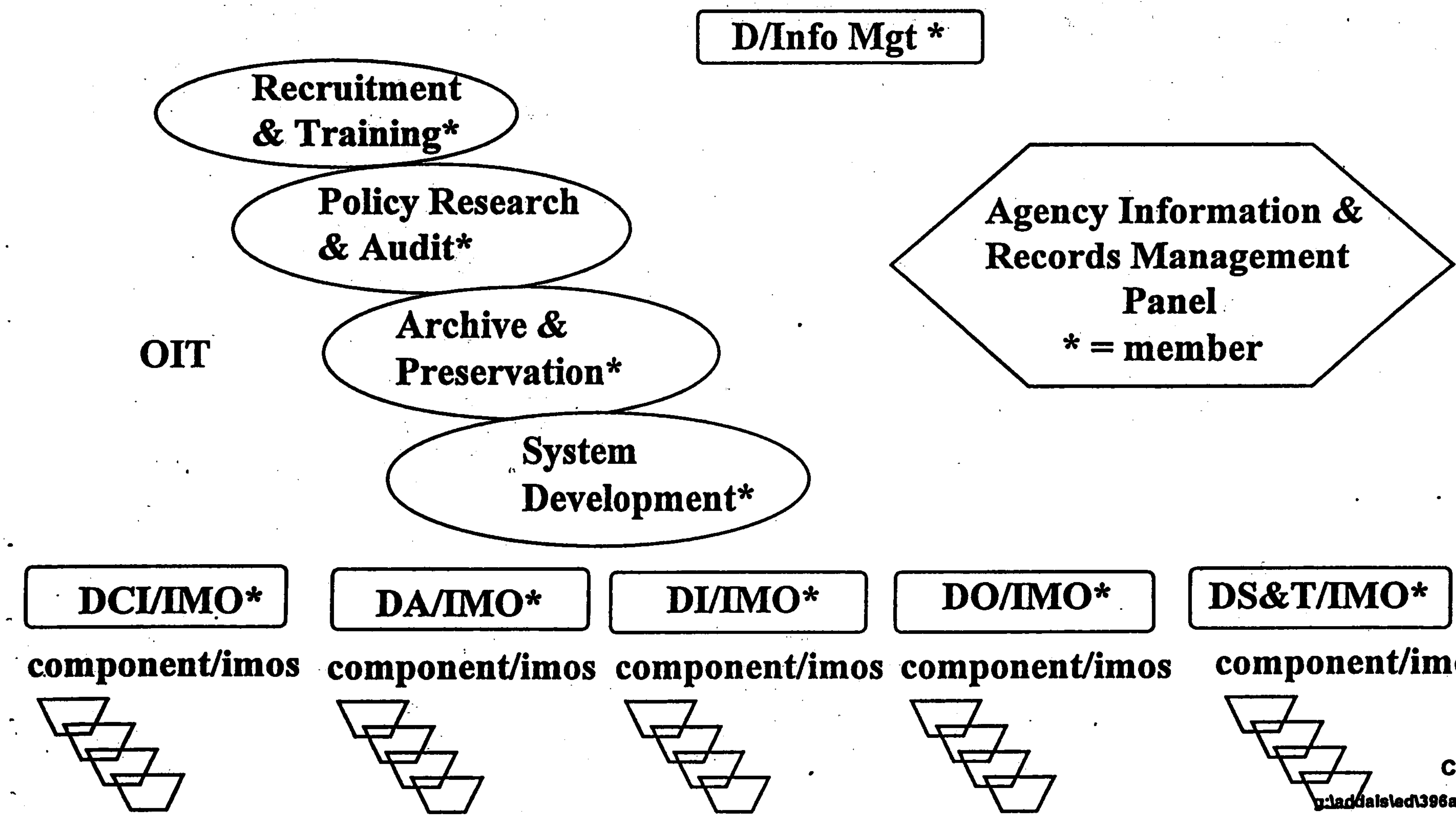


Chart 11

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DA Information Management Officer (DA/IMO)

- The DA/IMO is the Deputy Director for Administration's representative for issues relating to records and classification management.

- The DA/IMO is responsible for protecting equities consistent with existing statues, EO guidance and internal rules and regulations governing the creation, maintenance and use, and disposition of information.

DA Information Review Officer (DA/IRO)

- The DA/IRO is the Deputy Director for Administration's representative for reviewing all DA relevant information for release to the public under FOIA, PA, EO, and other information release programs.
- The DA/IRO is responsible for protecting equities consistent with existing statutes, EO guidance and internal rules and regulations governing the review and release of classified information, specifically, in response to:
  - FOIA/PA/EO Requests
  - Congressional Inquiries
  - DOJ Inquiries/Litigations
  - IG Investigations
  - Special Searches & Other Release Programs

Deputy Director for Support (DDS) - 1965

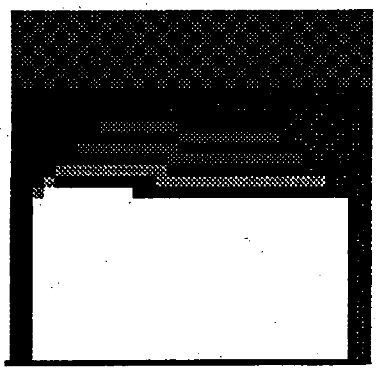
- Office of the DDS (ODDS)
- Office of Security (OS)
- Office of Personnel (OP)
- Office of Medical Services (OMS)
- Office of Logistics (OL)
- Office of Finance (OF)
- Office of Communications (OC)
- Office of Training (OTR)

Deputy Director for Administration (DDA) - 1997

- Office of the DDA (ODDA)
- Office of Personnel Security (OPS)
- Office of Facilities & Security Services (OFSS)
- Office of Finance & Logistics (OFL)
- Human Resources Management (HRM)
- Office of Medical Services (OMS)
- Office of Communications (OC)
- Office of Information Technology (OIT)
- Office of Training & Education (OTE)
- Center for Security Evaluation (CSE)

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DA Records



- **Information Management Officers**
- **Core functions**
  - 1960s
  - 1990s

  } basically the same
- **Records Life Cycle** - general system used by records management
  - Creation
  - Maintenance & Use
  - Disposition

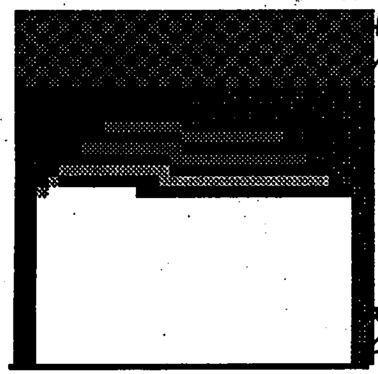
  } most records done by personal identifyer - a name
  medical files kept by code number
- **File organization** - office takes with them relevant records with a reorganization - Nothing is left out or behind

ie OGC records moved from DA to DCI's office

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DA Records



- **Records Control Schedules** *Records Management Bible*
  - Temporary
  - Permanent

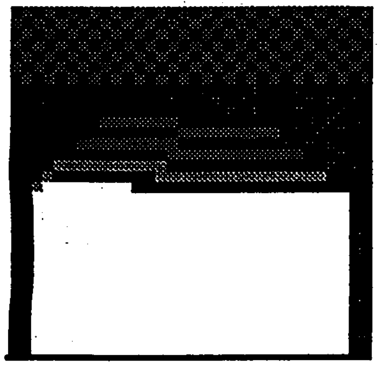
  all categories of files in Agency are documented
  new records series = new schedule
  old records still reflected in current schedule

  soft files or personnel records for overseas stations kept 56 years.
  L sources
  L contacts
  L staff
  **other non personnel/payroll personnel are kept 20 yrs*

- **Records Storage** *- Archive + Records Center*
  - Short term
  - Long term
- **Accountability**
  - Personal *- each person is responsible for create + retain information*
  - Organization
- **Search & Retrieval**

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DA Records



- Access
- Safeguarding
- Preservation
  - Hardcopy
  - Electronic
- OGC Retention List
- Automation

Combs 1/7

DA Briefing 3/17/97

~~Info Mgmt~~

Info Management chart 11
DO more centralized file management
DA more decentralized w/ 10 components w/special jobs
each office manages their own programs

DA/IMO works w/all 10 offices in DA
records management, policy, guidance

DA/IRO 5 in agency each Directorate + DCI
- tasks 10 DA components
- component finds info, + IRO reviews for possible release

IMOs in components do the records search for both DA/IMO + DA/IRO.

Archive + Records Ctr
DA/OIT manages
47,440 cu ft of records for DA
131,000 cu ft of records total

most DA records are "temporary"
personnel 75 yrs
financial/payroll 56 yrs

archive began early 50's
WF55
pre 55 in Rosslyn

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2/7

Warehouse w/ shelving
Program ongoing to deal w/ expired records / purges

Records Management / Storage
- system that tells us what boxes are expiring
- OGC retention list - not destroyed until OGC says so

accountability —

Search + Retrieval - goes to file level, not document level - file folder title
ARSENS(?) automated query for archive information
can search for docs into early 50's
Old ~~xx~~ shelf lists ~~xxx~~ inputed in mid 70's

proper search (hand search) of file is
not considered "reasonable" for FOIA

offices have indexes + file card

* Records on destruction of records of the
file center are kept only a short
section of time. (kept longer than legal
requirement) (2-3 yrs?)

Office of Personnel Security enters records
destruction info in their index. Some do,
some don't.

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3/7

Cable Process — John Rovito - EOD 1963

1963 moved into

Stations can send messages laterally w/o HQS knowledge

Special projects like U-2

Taking on all projects

Landline, CW, morse code, teletype
One time tape + one time pad.

L Street were wire operators, cable secretariat

comm ctr → cable secretariat → dissemination
typed by typist based on requirements listed in books for divisions/staffs/directorates/based on slugs in message.

Later cable secretariat would suspend info to other directorates

"Special traffic" elint/comint/KH projects

In '63 shift to KW-26 mechanical crypto.

decrypted using a like process - 3 tapes

Question Mexico City 63 - is there more than 1 channel of comms?

SCI > 2 channels
Non-SCI

different Router for each area, L St, Q St, etc other you can send messages independently.

4/7

State + CIA over same links - charges are routers + encryption
SCI + Non SCI = different Networks

Privacy traffic is slugged for individual
Slug tells who it is directed for - tells Cable Secretariat

P + L prescribed - limited - CI had that

Cable # put on as they are logged in
+ can tell if #s from Station are sequential as well (if not, cables are missing) need to retransmit

VA/IM will deal) Are log schedules kept?

Chrono records kept?
any cable records kept?

Now Cable maintenance is responsibility of the office responsible for the information not the COMMO CTR.

In 59-64 Cable Secretariat was under DCI but records were kept for only a relatively short period of time (microfilm?) maybe up to 76.

Computer system put in 1977

prior to 77 - vital records (VR's) were microfilmed
all messages were VR's every staffable
no RHE, P&L, Privacy → microfilmed

5/7

post 64 - Comm picks up "special traffic"

Q Building - did it handle RH?
P&L? prescribed & limited

officers running a project determine the channels used.

* were special & regular traffic given sequential #'s or where they numbered on parallel tracks?

SCI - compartmented   All in effect from 1952 on
special designee
Military
State
NSA
Intel channel

6/7

DA Questions

B & F

1. Financial Accounting vouchered, certified, + audited
Finance + Accounting Date, location, time period
indexing or kept by office in U.S.

2. HRM has microfilm of staffing complements
for that time period

3. C/Financial Services - doesn't think it was
maintained that way, if it was, it was
maintained in a 201, 301 or project file.
OF records were not organized by project
but by accounting practices

4. Station accounting on indigenous personnel
kept 56 yrs. Non natives kept only 20 yrs.

Personnel

1 Contract personnel
independent Contractor - office of Finance + Logistics
post 1996

OP kept them before 96
Filed by name, ~~separate~~ separate security file, medical file,
payroll file

7/7

Security

1. get Wed from Barry

3 SRS - collected, developed, evaluated
incl. CI nature

5 Security clearance like activities for non-employees
but "clearances" per se are not given
across the board staff like clearances.
They do national agency checks on contractors

6.

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Types of Questions for DA Records Briefing
March 17, 1997

Budget and Finance

1. In Cold Warrior, (p. 52) Mangold refers to a CI secret slush fund which was tightly controlled by Angleton and never audited by the usual procedures. According to Mangold, it was this fund which allowed Angleton to run his own operations without supervision. Did the fund exist? Was this fund ever audited? Are there any records of CI operational expenses for the period 1959-63?

2. Mangold also refers (p. 53) to an unnamed CI/B&F officer who says he worked for Angleton from 1958-1964 and never dealt with him directly on a single matter. Is there a list of B&F officers assigned to the CI Staff from 1959-63. Do their records still exist?

3. We have seen Directorate of Operations monthly operational reports which contain information on the allocation/distribution of operational funds. Are there other DO or DA records which reflect how a certain project utilized its funding? Can this type of information from the early 1960's still be retrieved?

4. What records are kept on disbursements to sources in the field? If, hypothetically, LHO had received money from the Agency, what records would exist?

Personnel

1. What records are maintained on contract personnel? → OP → OS → OMS   payroll file

Security

1. For the period between 1955-65, what was the universe of files that OS had on individuals or groups? ✓

2. How are Office of Security records indexed? card to keypunch

3. What was the function of the Office of Security/Security Research Staff (OS/SRS)? (SAG) Why were defector records kept in this component? designated point - "CI function"

4. In the OS/SRS memo of Oct. 31, 1960, written by Marguerite D. Stevens, the file numbers of several defectors are listed: "Robert Edward Webster, EE-18854; Lee Harvey Oswald, MS-11165; Libero Ricciardelli, MS-8295; Vladimir Sloboda, MS-10565; and Joseph Dutkanicz, MS-10724." What do the "MS" and "EE" file prefixes designate? How are these designations assigned?

5. Does OS process security clearances for non-employees (e.g. sources) to receive access to classified information? What kinds of files are created by this process? How long are these files maintained. For example, Clay Shaw was given a security clearance and had access to classified information based on his "responsibilities" as a source for the Domestic Contacts Division (DCD).

6. Where are records that would describe liaison (etc.) cooperation or operations between OS and CI located? How are these records organized?

7. Where are records regarding operations that OS participated in or ran located. For example, where are the OS records on the Castro assassination attempts?

8. How many files did OS have on Oswald? Which OS components maintained files on Oswald? Why did OS have any files on Oswald?